



## NOTICE TO COMPLY

CA-93198001-032525

Institution Name:	Montessori Western Teacher Training Program	Institution Telephone:	(714) 481-1024
Institution Code:	93198001	Administrator Name:	Michelle Light Baker
Street Address:	5309 Beach Boulevard Buena Park, CA 90621	Inspection Date:	3/25/25

The Bureau for Private Postsecondary Education (Bureau) issues this Notice to Comply pursuant to California Education Code (CEC) section 94935 and Title 5 of the California Code of Regulations (5 CCR) section 75010.

California Private Postsecondary Education Act: [https://www.bppe.ca.gov/lawsregs/ppe\\_act.pdf](https://www.bppe.ca.gov/lawsregs/ppe_act.pdf)  
Title 5 of the California Code of Regulations: <https://www.bppe.ca.gov/lawsregs/regs.pdf>

Violation	Code Section Violated	Description of the violation and required correction.
1	CEC § 94909 (a)(1)	<b>Violation Description:</b> The institution's 2024-2025 catalog failed to contain the institution's website.  <b>Correction:</b> The institution shall update its 2024-2025 catalog to include its website, pursuant to CEC § 94909 (a)(1).
2	CEC § 94909 (a)(12)	<b>Violation Description:</b> The institution's 2024-2025 catalog failed to contain whether the institution is operating as a debtor in possession, and whether the institution has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec.1101 et seq.).  <b>Correction:</b> The institution shall update its 2024-2025 catalog to include the above-mentioned disclosures, pursuant to CEC § 94909 (a)(12).

Violation	Code Section Violated	Description of the violation and required correction.
3	5 CCR § 71810 (b)(10)	<p><b>Violation Description:</b> The institution's 2024-2025 catalog failed to contain the procedures for student access to the curriculum materials that demonstrates compliance with 5, CCR §71740.</p> <p><b>Correction:</b> The institution shall update its 2024-2025 catalog to include the above-mentioned procedures, pursuant to 5 CCR § 71810 (b)(10).</p>
4	CEC § 94909 (a)(5)	<p><b>Violation Description:</b> On page 5 institution's 2024-2025 catalog, the total clock hours to complete the Early Childhood program does not match Bureau records.</p> <p><b>Correction:</b> To remedy this violation, the institution shall either provide proof of the documentation submitted to the Bureau's Licensing Unit for the approval to update the total number of clock hours to complete the Early Childhood Program to 1260 hours. If the institution did not notify Bureau's Licensing Unit of the change in program hours, the school may contact the Bureau's Licensing Unit at <a href="mailto:BPPE.Licensing@dca.ca.gov">BPPE.Licensing@dca.ca.gov</a> regarding information and requirements to update Bureau records.</p> <p>OR if the Bureau's records are correct the institution shall update the 2024-2025 catalog to reflect 384 total clock hours of instruction and 720 total clock hours of practicum to complete the Early Childhood program.</p>
5	5 CCR § 76120 (a)	<p><b>Violation Description:</b> The institution's 2024-2025 catalog incorrectly identifies the STRF fee on page 16, as" \$.50 per \$1,000 of institutional charges". The current fee is listed as "\$0.00 per \$1,000 of institutional charge."</p> <p><b>Correction:</b> The institution shall update its 2024-2025 catalog, to include the current STRF value pursuant to 5 CCR § 76120 (a).</p>
6	5 CCR § 71810 (b)(6)	<p><b>Violation Description:</b> The institution's 2024-2025 catalog failed to contain information regarding the "Early Bird Special" discount located on the institution's enrollment agreement.</p> <p><b>Correction:</b> The institution shall update its 2024-2025 catalog to include the above-mentioned discount information, pursuant to 5 CCR § 71810 (b)(6).</p>

Violation	Code Section Violated	Description of the violation and required correction.
7	5 CCR § 71810 (b)(13)(A)(B)(C)	<p><b>Violation Description:</b> The institution's 2024-2025 catalog failed to contain information regarding student housing information outside of the summer on-site phase.</p> <p><b>Correction:</b> The institution shall update its 2024-2025 catalog to include the above-mentioned housing information, pursuant to 5 CCR § 71810 (b)(13)(A)(B)(C).</p>
8	5 CCR § 71810 (b)(13)(A)	<p><b>Violation Description:</b> The institution's 2024-2025 catalog failed to contain whether the institution has dormitory facilities under its control.</p> <p><b>Correction:</b> The institution shall update its 2024-2025 catalog to include the above-mentioned disclosure, pursuant to 5 CCR § 71810 (b)(13)(A).</p>
9	5 CCR § 71810 (b)(13)(C)	<p><b>Violation Description:</b> The institution's 2024-2025 catalog failed to contain if the institution has no responsibility to find or assist a student in finding housing, a clear and conspicuous statement so indicating. A statement that the program is "non-residential" does not satisfy this subparagraph.</p> <p><b>Correction:</b> The institution shall update its 2024-2025 catalog to include the above-mentioned statement, pursuant to 5 CCR § 71810 (13)(C).</p>
10	5 CCR § 74112 (d)(3)	<p><b>Violation Description:</b> The institution's 2024-2025 catalog failed to contain the job classification(s) each program prepares its graduates for using the United States Department of Labor's Standard Occupational Classification codes, at the Detailed Occupation (six-digit) level.</p> <p><b>Correction:</b> The institution shall update its 2024-2025 catalog to include the above-mentioned SOC codes, pursuant to 5 CCR § 74112 (d)(3).</p>

Violation	Code Section Violated	Description of the violation and required correction.
11	CEC § 94909 (a)(3)(D)	<p><b>Violation Description:</b> The institution's 2024-2025 catalog, failed to contain the required verbatim statement: "The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting <a href="https://www.osar.bppe.ca.gov/">https://www.osar.bppe.ca.gov/</a>."</p> <p><b>Correction:</b> The institution shall update its 2024-2025 catalog, to include the above-mentioned statement pursuant to CEC § 94909 (a)(3)(D).</p>
12	CEC § 94911 (a)	<p><b>Violation Description:</b> Pages one and three of the institution's enrollment agreement contain total clock hours to complete the Early Childhood program that do not match Bureau records.</p> <p><b>Correction:</b> To remedy this violation, the institution shall either provide proof of the documentation submitted to the Bureau's Licensing Unit for the approval to update the total number of clock hours to complete the Early Childhood Program to 348 or 374 hours. If the institution did not notify Bureau's Licensing Unit of the change in program hours, the school may contact the Bureau's Licensing Unit at <a href="mailto:BPPE.Licensing@dca.ca.gov">BPPE.Licensing@dca.ca.gov</a> regarding information and requirements to update Bureau records.</p> <p>OR if the Bureau's records are correct the institution shall update the enrollment agreement to reflect 384 total clock hours of instruction and 720 total clock hours of practicum to complete the Early Childhood program.</p>
13	5 CCR § 71800 (e)(3)(5)(11)(12)	<p><b>Violation Description:</b> The institution's enrollment agreement failed to contain an itemization of all institutional charges, including, "Administration", "Books/Materials", "AMS/MACTE Student Fees" and "STRF".</p> <p><b>Correction:</b> The institution shall update its enrollment agreement to include the above-mentioned itemization of charges, pursuant to 5 CCR § 71800 (e).</p>

Violation	Code Section Violated	Description of the violation and required correction.
14	5 CCR § 71800 (e) in conjunction with CEC § 94920 (b)	<p><b>Violation Description:</b> The institution's enrollment agreement contains unenforceable statements regarding non-refundable items. It is implied that the items listed in the itemized list of charges are non-refundable within the cancellation period. According to CEC § 94920 (b), the law identifies a reasonable deposit or application fee as the only non-refundable items within the cancellation period.</p> <p><b>Correction:</b> The institution shall update the itemization section in its enrollment agreements pursuant to 5 CCR § 71800 (e) in conjunction with CEC § 94920 (b).</p>
15	CEC § 94911 (b)	<p><b>Violation Description:</b> The institution's enrollment agreement failed to include a list of nonrefundable charges and the student's obligation to the Student Tuition Recovery Fund, clearly identified as a nonrefundable charge.</p> <p><b>Correction:</b> The institution shall update its enrollment agreement to include the above-mentioned nonrefundable charges, pursuant to CEC § 94911 (b).</p>
16	5 CCR § 76215 (a) in conjunction with 5 CCR § 76215 (b)	<p><b>Violation Description:</b> The institution's enrollment failed to contain the correct address for the Bureau.</p> <p><b>Correction:</b> The institution shall update its enrollment agreement, to include the correct address for the Bureau language pursuant to 5 CCR § 76215 (a) in conjunction with 5 CCR § 76215 (b).</p>
17	CEC § 94911 (e)(2) in conjunction with CEC § 94920 (b)	<p><b>Violation Description:</b> Page three of the institution's enrollment agreement contains an unenforceable policy specifying the return equipment within a certain timeframe and specific condition within the cancellation period as potential nonrefundable items. The policy is not compliant with CEC § 94920 (b), as 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), must be refunded.</p> <p><b>Correction:</b> The institution shall update the enrollment agreement to include the above-mentioned policies pursuant to CEC § 94911 (e)(2) in conjunction with CEC § 94920 (b).</p>

Violation	Code Section Violated	Description of the violation and required correction.
18	CEC §94911 (j)(1)	<p><b>Violation Description:</b> Although the institution's enrollment agreement contains the required statement, the Bureau's address is incorrect.</p> <p><b>Correction:</b> The institution shall update its enrolment agreement, to include the correct address for the Bureau value pursuant to CEC §94911 (j)(1).</p>
19	CEC §94911 (j)(2)	<p><b>Violation Description:</b> The institution's enrollment agreement failed to contain the specific required statement.</p> <p><b>Correction:</b> The institution shall update its enrolment agreement, to include the specific required statement pursuant to CEC §94911 (j)(2).</p>
20	CEC § 94911 (i)(2)	<p><b>Violation Description:</b> Although the institution's enrollment agreement includes specific required statement from CEC § 94911 (i)(2), the statement from paragraph one did not include a line for the student to initial in the specified location.</p> <p><b>Correction:</b> The institution shall update its enrollment agreement, to include a line for the student to initial in paragraph one, pursuant to CEC § 94911 (i)(2).</p>
21	CEC § 94911 (d)	<p><b>Violation Description:</b> The institution's enrollment agreement failed to include a clear and conspicuous statement that the enrollment agreement is legally binding when signed by the student and accepted by the institution.</p> <p><b>Correction:</b> The institution shall update its enrollment agreement, to include above-mentioned statement, pursuant to CEC § 94911 (d).</p>
22	CEC § 94913 (a)(1)	<p><b>Violation Description:</b> The institution's website failed to provide the institution's 2024-2025 catalog.</p> <p><b>Correction:</b> The institution shall update its website, to include the institution's 2024-2025 catalog pursuant to CEC § 94913 (a)(1).</p>

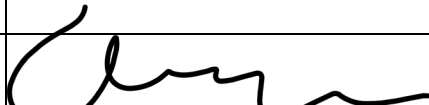
Violation	Code Section Violated	Description of the violation and required correction.
23	CEC § 94913 (a)(2)	<p><b>Violation Description:</b> The institution failed to post on its website clear and conspicuous links to the school's 2022/2023 School Performance Fact Sheets for all programs offered by the institution.</p> <p><b>Correction:</b> The institution shall update its website to include a clear and conspicuous link to the school's 2022/2023 School Performance Fact Sheets for all programs offered by the institution pursuant to CEC § 94913 (a)(2).</p>
24	CEC § 94913 (a)(5)	<p><b>Violation Description:</b> The institution failed to post on its website clear and conspicuous links to the school's The institution's most recent annual report submitted to the bureau.</p> <p><b>Correction:</b> The institution shall update its website to include a clear and conspicuous link to the school's 2022 annual report pursuant to CEC § 94913 (a)(5).</p>

Pursuant to 5 CCR section 75010(d), the Institution may do either of the following:

- (1) Within 30 days from the date of the inspection, sign and return the notice to comply, declaring under penalty of perjury that the violation was corrected and describing how compliance was achieved; or
- (2) Within 30 days from the date of the inspection, file with the Bureau a written notice of disagreement, specifying the minor violations described in the notice to comply with which the person approved to operate the institution disagrees, and appealing it by requesting an informal office conference. If a written notice of disagreement is not timely filed with the Bureau, the right to appeal is deemed to have been waived.

**Pursuant to CEC section 94935(h), failure to comply with the notice to comply will result in the Bureau taking appropriate administrative enforcement action.**

The Notice to Comply was given to the Institution's owner, person in control, chief academic officer, chief executive officer, chief operating officer, institution director, or any person delegated by any of the aforementioned persons to facilitate the inspection or accept such notice as set forth below.

Notice To Comply Given To Name & Title:	Tabitha Moraldo, Onsite Supervisor
Bureau Compliance Analyst Name:	Alec Taub
Bureau Compliance Analyst Signature:	



## NOTICE TO COMPLY DECLARATION

CA-93198001-032525

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Institution Code:	93198001	Administrator Name:	Michelle Light Baker
Street Address:	5309 Beach Boulevard Buena Park, CA 90621	Inspection Date:	3/25/25

I declare under penalty of perjury that each violation identified in this Notice to Comply has been corrected and attached with this declaration is evidence to support the correction of each violation identified.

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Signature

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Date

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Print Name and Title